



UNOLS-MATE MARINE TECHNICAL INTERNSHIP PROGRAM



FORM 3 UNOLS-MATE INTERNSHIP AGREEMENT AND WORK PLAN

Upon arrival, set-up a time to discuss, fill out and sign this document with your assigned mentor.
Please email to maria@unols.org within the first two weeks of your internship.

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to both parties. This agreement outlines the obligations of the intern and the hosting organization.

This internship agreement is between UNOLS-MATE Intern _____ (print intern's name), and _____ (print mentor and host organization's name) which has agreed to serve as a partner organization in the UNOLS-MATE At-Sea Technical Internship Program. This internship will begin ___/___/___ and end ___/___/___ (including travel days). In addition to the training the intern will receive, UNOLS will cover travel expenses and provide a \$___ weekly stipend to cover all other expenses connected with participation in program. Either party may terminate the internship at any time.

Intern Agreement

I acknowledge that I have been given a unique opportunity to gain valuable professional experience. I have reviewed the enclosed internship work plan and feel confident that I will be able to fulfill the job duties described in a timely and professional manner. If I am unable to complete my work plan, I may lose my rights to any monetary compensation for this experience. I also acknowledge that this internship is to be considered an academic experience and that my performance will be evaluated based upon the following criteria:

- My ability to perform in a professional manner, as indicated by my ability to arrive on time, my ability to meet deadlines, my ability to take initiative in learning, and my ability to interact with my mentors and colleagues;
- My learning during the internship, as indicated by my ability to fulfill the work plan and my development of the skills identified in the work plan;
- The evaluation of my supervisor; a self-evaluation of my skill development, and a reflection essay to be completed within two weeks of the end of the internship describing my learning experience.

Intern's Signature

___/___/___
Date

Mentor Agreement

I agree to mentor the UNOLS-MATE Intern. I acknowledge that this will be an academic experience as well as a professional experience for the intern, and agree to provide learning assistance and supervision throughout the internship. I certify that during the internship, the intern will gain experience with the skills outlined in the attached work plan. I agree to consult with both the intern and the internship program manager before making any major changes to the work plan.

Mentor's Signature

___/___/___
Date

Program Manager Agreement

I, Maria Osiadacz, UNOLS-MATE Program Manager, will support the intern before, during and after their internship with logistics, conflict resolution and any other concerns that may arise for the intern or the host. Based upon my interactions with the intern, I feel confident that they will be able to successfully participate in the internship.

Program Manager's Signature

___/___/___
Date



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EMERGENCY CONTACT AND COMPLIANCE FORM



WORK PLAN

Internship Description:

Major duties, expected products and timeline:

Duties/Tasks	Expected Products	Approximate Timeline

Technical and other skills to be developed during this internship:

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____



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Primary criteria for evaluation of intern's performance:

Learning Objectives: (NOTE: These have a specific required format. Please refer to the document "How to Write a Learning Objective" for instructions and examples.)

Objective 1:	
Objective 2:	
Objective 3:	

Other notes and comments:

Intern's Signature

____/____/____
Date

Mentor's Signature

____/____/____
Date